

CITY OF NATCHITOCHES
JOB OPPORTUNITY

POSITION: Assistant - Programming & Promotions Department

DESCRIPTION: Assist in Riverbank/Beau Jardin rentals including communication with City Departments and event coordinators. Perform all clerical and administrative duties as assigned by supervisors, including answering phones, entering requisitions, mailing, copies, etc. Receive visitors and all inquiries concerning Beau Jardin, Main Street promotions, assist with the organization and maintenance of all calendars of scheduled events, websites and social media. Assist in preparation and execution of programs and promotions as needed. Applicant must be available to work nights and weekends for the execution of events as needed.

QUALIFICATIONS: High School Diploma or GED. At least 6 months experience in a clerical position is required.

CONTACT: Human Resources Department at 1400 Sabine St. or P.O. Box 37, Natchitoches LA 71458-0037. Applications may also be picked up upstairs at City Hall located at 700 Second St. or online at www.natchitochesla.gov

DEADLINE FOR APPLICATIONS: Applications will be accepted through:
July 15, 2022.

THE CITY OF NATCHITOCHES IS AN EQUAL OPPORTUNITY EMPLOYER.